

REQUEST FOR BIDS



Qualified firms are invited to submit a technical and cost proposal for operation of the City of El Monte Hazardous Waste Collection Program. Proposals are due to the City's Environmental Services Division by 5:30pm on Wednesday May 14, 2014. **Please note: The original submittal date of April 30, 2014 has been extended to May 14, 2014.**

Please submit proposals by mail, e-mail, or fax to:

Susan Contreras
City of El Monte
Environmental Services Division
11333 Valley Blvd.
El Monte, CA 91731
scontreras@ci.el-monte.ca.us
Phone: 626-580-2062
Fax: 626-454-3143

The City of El Monte (City) operates its own permanent household hazardous waste collection program. The program has been in operation since June 2007. On the first Saturday of each month, from 8am to 2pm, residents may drop off hazardous materials for proper disposal, free of charge. Materials accepted include paint products, auto fluids, household cleaning products, pool and garden chemicals, expired medication, sharps, batteries, universal wastes, and electronic wastes. This is a drive thru program housed by the City's Public Works Maintenance Division, located at 3990 Arden Drive. All material brought in by residents is stored onsite in two hazmat buildings. Each hazmat building is 12' x 30' in size. Hazardous items found by City crews, as well as some City generated wastes, are also stored in the hazmat buildings. We only ship full containers as needed. Material is typically shipped every other month. An average of 80 residents typically deliver material on collection days. Note that all e-waste collected from the community requires a significant amount of storage space, and is not placed inside the hazmat buildings. The selected contractor will palletize all e-waste brought in by residents, and place it in a designated storage area nearby.

Qualified bidders should submit their technical and cost proposal by the deadline as identified above.

The technical proposal should include – qualifications, operational and staffing capabilities, access to hazardous waste disposal facilities, and experience with similar municipal programs.

Cost proposals should include – staffing the collection events, barrels and boxes, identification of materials, segregation and storage of materials, and shipment of full containers as needed. Please submit your cost proposal in two parts: 1) provide your cost for staffing the collection

events on the first Saturday of each month, and 2) provide a separate schedule of costs for shipment and disposal of the hazardous materials that are brought in by residents. The City will review and rank all proposals based on the following criteria.

Selection Criteria	Weight
Qualifications	20%
Operational and staffing capabilities	20%
Access to hazardous waste disposal facilities	10%
Experience with similar municipal programs	40%
Cost proposal	10%
Total	100%

The selected contractor will be required to enter into a professional services contract with the City of El Monte. Contract services will commence on July 1, 2014.